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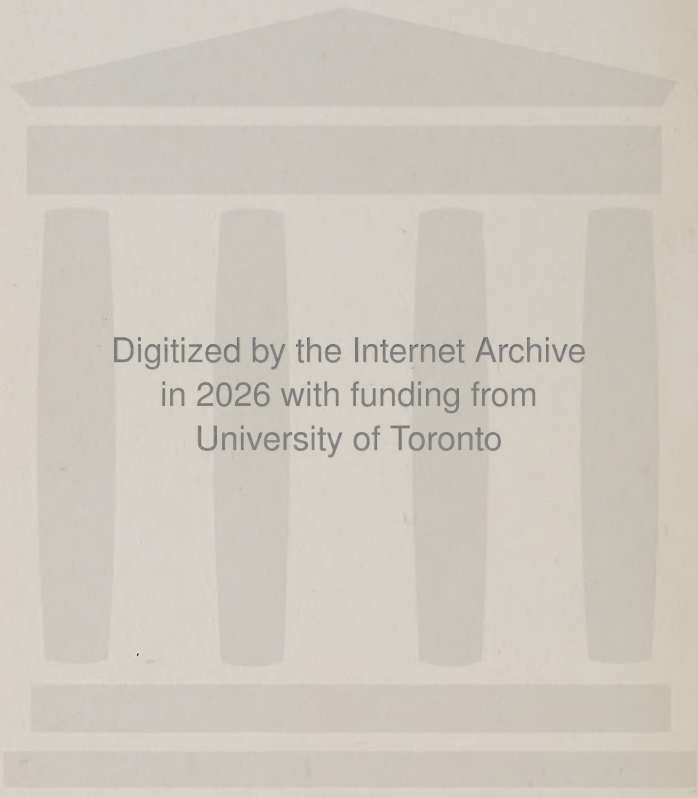
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BUSINESS LIBRARY CLASSIFICATION

WITH

INDEX

GENERAL EDITION

WITH EXPANDED SECTION FOR FINANCIAL LIBRARIES

BY

JULIA E. ELLIOTT

Sometime Instructor in Library Economy at Wisconsin State Library School and Pratt Institute School of Library Science and Organizer of Business Libraries

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It is the desire of the author to keep in personal touch with the users of this classification, in order to advise them promptly of expansion of divisions, supplements, or new editions. Suggestions developed from experience in using the classification are invited, and will receive careful consideration. Will you not kindly send your name to the address below, as soon as the copy is received? Your coöperation will be greatly appreciated.

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INTRODUCTION

Standard classifications used by general libraries are not adapted to the needs of business libraries. The reasons are fundamental. A business library is not designed to cover all classes of knowledge, but centers about one topic of major importance. Sometimes the topic is so technical that it is represented by a single number of one of the standard classifications. The extension of this one number to subdivide the business library adequately involves the procedure of making a classification for that library just as truly as if it were not based on a number from some classification already devised. In addition, this extended notation is of necessity cumbersome, wastes time in making and using records, and mystifies the layman who attempts to use it. The most frequent request met with is, "Make it simple", and a scheme which requires three or four numbers or letters beyond a decimal, is not simple to the average person.

The second fundamental difference is the relative importance of subjects and their logical sequence in the classification scheme. In a general library the classification may very well follow the historical development of human knowledge. In a business library, the sequence of subjects should follow the logical development of the business.

While it is true that business libraries differ widely among themselves in certain essentials, at the same time they have many subjects in common, with a reasonably constant relation to one another.

In a wide experience in organizing libraries of all types, including public, professional, and business, the determination of these common principles has been kept constantly in mind, with a view to the development of a classification that would meet these requirements and at the same time provide for the necessary variations.

The present classification is the outgrowth of this experience and study, and is designed for books and such pamphlets as are to be classified and arranged with the books. The author advises a subject arrangement of data file or information material, directions for which will be found admirably treated in Pamphlets and clippings in a business library, by Virginia Fairfax, published by Journal of Electricity and Western Industry, San Francisco.

The primary purpose is to meet the demands of the ordinary business library of today. Business libraries are comparatively new institutions. The literature of business is of recent development, and will grow with business progress. Therefore it has seemed wise to cast the classification on broad lines to care for books as they exist today, and to provide for expansion. This method gives flexibility to the classification, permitting detailed development coincident with the growth of the particular business.

The books composing a business library naturally fall into five groups:

1. The general reference books, including encyclopedias, dictionaries, annuals, handbooks, association proceedings, etc.

2. Business books: Those concerned with the organization and administration of a business for production, such as financing, accounting, scientific management, plant management, employment management; and with methods of distribution, such as salesmanship, advertising, warehousing, etc.

3. Technical books pertaining to the particular business or industry. For example, on electricity in an electrical engineering library; chemistry in a chemical library; on insurance in an insurance library, etc.

4. Economics of production and distribution, including Finance and banking, Industry, Commerce, Transportation, and the economic and commercial history of countries with which foreign trade is conducted.

5. Miscellaneous groups, the purchase of which depends largely upon the character of the business and the variety of departments in any one institution. An educational department for training employes in the principles of its business will require books on the principles and practice of education, and the necessary texts. Every business library gathers a few books in various classes, such as Political science, Literature, Science, etc., which may be only remotely related to the operation of the business, but which nevertheless have a definite use and must be provided for.

Books in group 1 are usually the first acquired and obviously the most needed and used. They are the live working tools of reference and have been given preference in arrangement and assigned the numbers 000-099. All encyclopedias and dictionaries, annuals and yearbooks, on whatever subject, will in most libraries be more useful here, as explained in the introductory note to Class 000.

The second group, usually the next to be acquired, to which the numbers 100-199 have been assigned, should be a live working collection of up-to-date methods, practical books on organizing and administering a business in all its ramifications.

The third group has to do with technical information about the business itself, and is the group that differs essentially in each type of business library. The numbers 200-399 have been reserved for this group. This is illustrated by the Financial section included in this volume, which shows the numbers 200 to 399 as applied to a financial library. When this classification is used for a financial library, the numbers 400-439 should be disregarded, and the numbers 200-399 substituted.

The fourth group deals with production and distribution as they affect the individual industry from the outside. Business houses of today are actively interested in economic conditions in general, and specifically in conditions of allied, contributing, and competitive industries. Many business houses maintain statistical departments for the gathering of this information. This group includes finance and bank-

ing, the very foundation of business enterprise; information on sources of raw materials, their extraction and manufacture; on conditions as they affect industrial organization and development; and on industries organized for distribution, and the development of commerce. The numbers 400-799 have been assigned to this group.

The fifth group, 800-899, covers the miscellaneous classes, and should be used only when preceding numbers are not applicable.

Notation. A number scheme has been adopted with a base similar to the various decimal systems now in print, of which the Dewey Decimal Classification is the original. No decimals have been used in this edition, as the design has been to limit the class numbers to three figures. Eventually, if subjects need subdivision, decimals may be used to advantage, although wherever feasible an alphabetical subarrangement is advised. Tables have been provided for certain sections where such an arrangement seems desirable. These tables are not intended to be complete, only suggestive, and if not adequate, may be supplemented by the use of the Cutter-Sanborn Author Tables.

Flexibility. In every class, vacant divisions have been planned to afford opportunity for expansion of some topic of particular importance to the business in question. These vacant divisions should be used only for topics that logically belong in that class.

It will be noted that alternative plans have been suggested throughout the classification. These should be considered carefully, with the probable development of the business clearly in mind.

One entire class, 900-999, has been left for libraries having more than one interest of major importance. For example, a Lumber business may become interested in Agriculture through the development of its cut over lands, and may want both Lumber and Agriculture well represented in the library.

Index. Many alternative names and terms not used in the body of the text are included in the index. Its use quickly locates the subject sought, by class number, and serves also as a guide in determining the scope of classes and divisions.

Summaries. The first summary or synopsis shows the main classes into which the topics are divided. The second summary shows the sections of the main classes.

Application. A knowledge of the principles of classification is necessary for an intelligent application of any classification scheme. It is assumed that anyone using it will have this fundamental training, or, if not, will consult with someone who has, before proceeding with the classification of a library.

Acknowledgment is made to the Library of Congress Classification, which has been freely consulted for its outlines of various subjects.

The author's services are available for developing the special sections needed by any particular business.

An expansion for Accounting libraries is about completed.

SYNOPSIS

000	General. Reference works.
100	Business. Organization. Administration.
200-300	Technique of the special industry or business.
400	Finance and banking. Public finance.
500	Economics. Industry.
600	Economics. Public utilities. Communication. Transportation. Commerce.
700	Economic, commercial and political history and conditions.
800	Miscellaneous classes.
900	Unassigned.

SUMMARY

000	**General. Reference works.**
000	Periodicals.
010	Bibliography. Catalogs. Indexes. Services.
020	Encyclopedias. Dictionaries. Glossaries.
030	Annuals. Yearbooks. Almanacs. Irregular continuations.
040	Directories. Atlases. Guides.
050	Statistics. Research.
060	General works. Secretarial. Editorial. Miscellaneous.
070	Law.
080	
090	Associations. Societies. Congresses.
100	**Business. Organization. Administration.**
100	Business. Preliminary subjects.
110-130	Organization for production.
110	Financial organization and operation.
120	Plant organization and administration.
130	Office organization and management.
140-170	Organization for distribution.
140	Buying. Sales management. Marketing.
150	Advertising. Publicity.
160	Storage. Warehousing.
170	Organizations for distribution.
180	
190	

200-300 Specific industry or business. See below for these sections applied to a Financial Library.

200-300 Finance and banking.

Omit these sections in libraries other than financial, and use 400-449 instead.

200 Finance.

210-220 Exchange. Money.

220 Paper money. Credit.

230-340 Banks and banking.

230-240 Banking theory and practice.

250 Banks. Regulation.

260 Special classes of banks.

270 Special classes of credit institutions.

280-310 Banking. U. S.

280 History U. S. banks, Federal land banks, National banks.

290 State banks and banking.

300 Federal reserve.

310 Federal reserve bank (District No. ....).

320-340 Banking. Foreign.

350 Investment.

360 Securities.

370 Speculation. Thrift and savings.

380

390

400 Finance. Money. Banking.

Omit 400-439 in a Financial Library.

400 Finance. Money.

410 Banks and banking.

420 Banks and banking, continued.

430 Investment. Securities. Speculation. Thrift and savings.

440 Insurance.

450 Public finance.

Documents.

460 History. Income and expenditure. The Budget.

470 Taxation.

480

490 Public credit. Debts. Loans.

500 Economics. Industry. Labor.

500 General works.

510 Industry. Organization.

520 Industry. Regulation.

530 Labor.

540 Production.

550 Industries. Agriculture.

560

570 Industries. Extractive and manufacturing.

580 Industries. Engineering.

590

600 Economics. Communication. Transportation. Commerce.

600 Public, State and Municipal industries and works.

610 Communication. Postal service. Telegraph. Cable. Telephone. Radio.

620 Transportation.
Roads. Streets, etc.

630 Railroads.

640 Street railways. Elevated railways. Subways. Automotive.

650

660 Waterways.

670 Commerce.

680 Foreign trade.

690

700 Economic, commercial and political history and conditions.

700 History. Universal. America. United States.

710-720 America, exclusive of U. S.

730-770 Europe.

780 Asia.

790 Africa. Oceanica.

800 Miscellaneous classes.

800 Political science.

810 Political science. Administration.

820 Sociology.

830 Education.

840 Literature. Philosophy. Ethics.

850 Fine arts.

860 Building construction, equipment, and upkeep.

870 Science.

880 Medical science.

CLASSIFICATION

000

REFERENCE BOOKS

This class is designed for "ready reference" books. The primary arrangement is by form. ENCYCLOPEDIAS of Finance and banking are classified in 021; Financial ANNUALS in 033; Bank DIRECTORIES in 049. In each division, however, provision is made for subject arrangement under form; See notes under 023, 024, 049, etc.

While all books in a business library may be used for reference, those we designate "Reference books" are the ones containing a variety of information in encyclopedic or tabulated form on one or many subjects, and are constantly consulted for brief information on specific topics, verification of facts, gathering of data and statistics, etc., but not ordinarily used for continuous reading.

Books primarily of reference value on whatever subject, will be found more useful if classified with strictly reference books. For example, if Board of Trade Annuals are used mainly for brief reference to commercial topics, they will be more useful with other annuals containing statistical material of similar import, than in 670 Commerce. Association and club manuals will probably be collected for names and addresses, and will be most useful in 042 with city directories, and so on.

This class should be a live, up-to-date, working laboratory, and dead lumber should be eliminated or transferred promptly.

000

REFERENCE WORKS

000 Periodicals

Arrange in one alphabetic series by name of periodical. Large collections may be classified according to subjects, using the 000 divisions; e. g. 001 Finance, 002 Economics, 003 Trade journals, with an alphabetic arrangement under each division

Assign division numbers in order of importance to the institution employing them

Reserve 009 for Club or House organs

010 Bibliography. Catalogs. Indexes. Services.

011 Trade bibliographies

Trade catalogs. Publishers' lists and announcements. Library catalogs. Catalogs of second-hand and rare book dealers, etc.

May subdivide alphabetically

012 Subject bibliography

Use this number for the special subjects in which the institution is interested; e. g. Banking; Finance; Statistics; Economics; or, if an industry: Engineering; Cement; Leather, etc.

013 Library economy

Books on general and business libraries; tools used in library practice

May be subdivided as follows, using Cutter numbers, or decimal notation if preferred:
Cataloging
Classification
Filing (or 133)
Indexing (or 133)
Subject heading aids
Library rooms or building, and equipment

014 Supply catalogs

These may be filed in Data file if preferred
See also 136 Office equipment

015

016

017

015-017 may be used to expand Services, or any other division of this section

018 Services

Harvard economic service. Federal trade information. Standard daily trade statistics, etc.

Arrange alphabetically by name of service
See 052 for methods of forecasting

019 Indexes

Industrial arts. Public affairs information, etc.

020 Encyclopedias. Dictionaries. Glossaries.

Use 020 for general encyclopedias and dictionaries

021 Encyclopedias and dictionaries of the dominant class in the library; e. g. in a financial library, banking and financial dictionaries and encyclopedias will be classified here.

022 Business and commercial encyclopedias and glossaries. General

023 Technical and industrial dictionaries and glossaries.

Arrange alphabetically by subject. Use tables of industries, A-B, 555, 571

024 Technical and industrial encyclopedias and handbooks. Engineering. Chemistry, etc.

Arrange alphabetically by subject. Use tables of industries, A-B, 555, 571

025

026

027

028 Foreign language dictionaries

Arrange alphabetically by language. Use Table 1 for language notation.

See 066 for Foreign language books, etc.

029 Historical encyclopedias and biographical dictionaries

030 Annuals. Yearbooks. Almanacs. Irregular continuations

Table 1, for countries may be used under each of the following divisions

031 Yearbooks. General information

032 Almanacs

033 Financial annuals

034 Commercial and economic annuals and yearbooks

035 Special technical annuals, biennials, or irregular publications not elsewhere provided for

Arrange alphabetically by subject. See table of industries, A-B, 555, 571

036 Credit ratings

Dun, Bradstreet, etc.; or. in 113

037

038 Business and commercial organizations

Boards of trade. Merchants' associations, etc. Annuals containing important statistical matter

See 042 Directories for publications giving only by-laws, membership, etc., if used for that purpose; otherwise 671 Commerce

039 Rates, classification and codes

Express. Freight. Postal. Radio. Shipping. Telegraph and cable. Telephone. Other codes

See also 686 Tariff

Use for tables and current information only, not theory nor discussion

Arrange alphabetically

040 Directories. Atlases. Guides

May be arranged alphabetically by country, city or state under each of the following. See tables 1-3

041 Atlases and gazetteers

042 City directories. Motor guides. Street guides. Street railway guides

043 Hotel directories

044 Railroad guides, steam and suburban. Shippers' guides

045 State gazetteers and directories

046 Telephone directories. Postal guides

047

048 Foreign trade directories
Import. Export, etc.

049 Industrial and commercial directories

Arrange alphabetically by industry, except that the dominant industry should lead; e. g. in a financial library, Bank directories, Blue books, etc. See tables of industries, A-B, 555, 571

In large collections a secondary arrangement by countries may be made under each subject

050 Statistics. Research

Include Theory and method. Monographs by various authors. General essays, papers, etc.

All statistical studies may be classified here

The type of library will determine whether the statistics of special commodities will be more useful in 058, or in 555 or 571; or railway statistics in 057 or 630, etc.

See also 030 Annuals; 090 Congresses and Societies; 681 Foreign trade statistics

051 Graphic and mechanical methods

052 Research. Business barometers. Forecasting

See also 018 Services; 508 Crises. Panics. Cycles

053 U. S. publications. Census bureau publications not classified with special subject

054 State publications, etc.

Arrange by states. See Table 2

055

056

057 Statistics of special industries, not classified with subjects

Arrange alphabetically by industries. See Tables A-B, 555, 571. May divide geographically under each industry. See Table 1

058 Statistics of special commodities, not classified with subjects

Arrange alphabetically by commodities. See Tables A-B, 555, 571. May divide geographically under each industry. See Table 1

059 Foreign countries

Use Table 1, for countries

060 General works

Secretarial. Editorial. Miscellaneous

061

062

063 Patents. Trade-marks. Copyright

064 Printing

Typography. Proof reading. Lettering, etc.

065 Word books. Synonyms. Quotations. Epigrams

066 Business correspondence

A large collection may be subdivided as follows
Principles. Business English. English grammar, etc.
Letter writers
Foreign correspondence

Arrange alphabetically by language
Foreign grammars and language books

See also 028 Foreign language dictionaries

If preferred, foreign dictionaries may be classified in this division

067 Parliamentary law. Public speaking and writing

068 Journalism

See also 009 House organ files; 150 Advertising

069 Classics

Bible. Shakespeare, etc.

Use only if very few books. If growing class, See 840.

070 Law

Encyclopedias, Digests, and General works

See also 809 International law

Usually it will be found more convenient to have all laws together, but if preferred, special laws may be classified with their subjects; for example, Public utility laws in 524; Labor laws in 530, etc. An extensive law collection for a legal department will require more detailed classification, and open sections in 300 or 900 may be used for expansion

071 Federal laws

072 State laws

Arrange alphabetically by states

073 Municipal laws

Arrange alphabetically by cities

074 Commercial law

075 Laws of special interest to Business concerned

076 Corporation law

077 Public service corporations

078 Other special laws

May arrange alphabetically by subject; e. g. Labor laws, Pure food laws, Shipping, etc.

079 Foreign laws

General collections. May arrange alphabetically by country. See Table 1. Special laws may be classified in the preceding divisions, arranging foreign laws by country after U. S. laws on the same topic

080

This section may be used for special collections that grow up in most business libraries, which need room for expansion, and are not provided for under the preceding divisions; e. g. historical material pertaining to the particular business house; special publications; addresses of officers; bound manuscript reports, etc.

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090 Associations, societies, etc. Reports and proceedings

Use 090-092 for the predominating subject

Local clubs and miscellaneous minor associations under 090

The few yearbooks, etc. of local social clubs, often found in a business library, may be included here, as well as local business or professional club reports and proceedings

091 National associations, conventions, and congresses of the industry in question

Arrange alphabetically by name of association

092 State associations and conventions of industry in question

Arrange alphabetically by name of state. Use state numbers

093 Financial and monetary congresses and conventions

May subdivide geographically. Use Table 1 for countries; or, use this division for some important allied association, and classify Monetary congresses in one of the following divisions

094

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Use 094-099 for miscellaneous associations and congresses

100

BUSINESS

100 Business. Preliminary subjects

Collections and sets; e. g. Alexander Hamilton Institute, Modern Business

See 022 for Business dictionaries and encyclopedias

101 General treatises. Theory. Essays. History of business

102 Economics of business. Industrial reform. Readjustments. Ethics

103 Psychology

Include general books on psychology as well as Business psychology

See also 831 Education

104 Choosing a business. Success literature. Personal efficiency, etc.

105 Education and training for business. Training of executives, salesmen, office force, etc.

If an educational department is in operation, divisions 104-107 may be transferred to 830

106 Commercial education

General texts, outlines, manuals

May include secretarial manuals; or, See 132
See also 066 Business correspondence; 115 Accounting; 830 Education

107 Technical training for business concerned

108

109

110 Organization, Administration, and Finance

General works on Organization

S or a decimal may be used for Special industries under the following divisions

111 Financing a business

For general finance, banking, investment, etc. See *200-300, 400

112 Corporation finance. Stock companies. Partnerships, etc.

Financing special industries

Arrange alphabetically by industry

113 Credits and collections

Methods of extending credit and making collections

See 036 Credit information agencies. Ratings; *227, 407 Credit, History and theory

114 Business mathematics

Tables: Discount, Foreign exchange, Interest, Logarithms, Ready reckoners, etc.

May include actuarial tables

May subdivide alphabetically if collection is large

115 Accounting and bookkeeping. Auditing

General books

Special industries, institutions, etc.

Arrange alphabetically

116 Cost accounting. Expense distribution

General books

Special industries

Arrange alphabetically

117 Appraisal. Depreciation. Good will. Reserves. Valuation, etc.

118

119 Bankruptcy. Insolvency

120 Plant organization and administration

Business practice. Methods in general

121 Scientific management

Efficiency methods. Time study. Motion study, etc., e. g. Taylor system, and others.

122 Factory system. Machine shop and foundry practice

123 Special industry or business in question

124 Other industries

Arrange alphabetically

125 Department organization (except Office 130, Sales management 140, Advertising 150, Storage and shipping 160)

126

127

128

129

Use 126-129 for departments of special importance to business concerned

130 Office organization and management, and personnel management

General works on Office organization and management

131 Special industries

Arrange alphabetically by industries

132 Secretarial manuals; or, See 106

133 Indexing and filing; or, See 013 Library economy

134 Mailing lists, preparation and care

135

136 Equipment. Furniture and fittings

See also 014 Supply catalogs

137 Employment management. Personnel

General books. Hiring and firing

138 Examinations. Tests: physiological and psychological

139 Labor problems

For a small collection of general books

If a growing collection on labor conditions is contemplated See 530

For labor laws See 078

140 Buying, Sales organization and management, and Marketing

General works on merchandizing

141 Buying

142

143 Sales organization and management

144 Selling. Salesmanship

145

146 Commercial traveling. Canvassing. Peddling.

147 Special industries

Arrange alphabetically. See Tables A-B, 555, 571

148 Marketing

149 Prices: maintenance

For comparative prices See 050 Statistics; 507 Theory of prices

150 Advertising. Publicity

General works

See also 068 Journalism; 850 Fine Arts

151 Department organization and management

152 Direct advertising

Catalogs. Circulars. Letters. Postcards. House organs, etc.

153 Display advertising

Window trimming. Counter displays, etc.

154 Posters. Street car cards. Theatre slides, etc.

155 Newspapers. Magazines.

156

157 Personal services. Shopping services, etc.

158 Special industries

May alphabet by industry. See Tables A-B, 555, 571

159 Advertising in foreign countries

May alphabet by country. See Table 1

160 Storage and Warehousing

General works

161 Packing, etc. (of merchandise)

162 Storage methods and appliances. Cold storage.

163 Warehousing

164

165

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169

170 Organizations for distribution

171 Retail business. Department stores, etc.

172 Wholesale business. Jobbing, etc.

173 Commission business. Agencies, etc.

174 Mail order business

175 Co-operative business

176 Branch and chain stores

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179 Markets. Fairs. Auctions, etc.

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200-300

SPECIAL BUSINESS SECTIONS

200-300

Classes 200-300 are reserved for the Business itself. For example, a Financial library will require greater expansion than is provided in the 400s. This is equally true of Insurance, Accounting, Engineering, etc. While the average business library will find ample provision in 440 for its Insurance books which it uses occasionally in relation to its own limited requirements, an Insurance library will require much more detailed expansion, as it will cover all phases of insurance in relation to all classes of business, and will need to provide for several thousand volumes, as compared with a dozen or less in the ordinary business library.

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200-300

FINANCIAL LIBRARY SECTIONS

200-300

FINANCE

For a financial library only. See 400 Finance for other types of business libraries

200 Finance

Collections on finance. Series. Collected works of individual authors. Collected essays, papers, etc., of several authors.

See also 000 Periodicals; 021 Encyclopedias and dictionaries; 033 Financial annuals; 049 Directories; 090 Associations and congresses; 110 Business finance.

201 General works

202 Private finance. Money trust

203

204

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206

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208

209 Biography of financiers and bankers; or, See 898-899 Biography

210 Exchange. Money

Collections. Series, etc.

See also 000 Periodicals; 091 Associations and congresses

The following divisions may be subdivided geographically, See Table 1

211 Money

Theory and history

Include here Standard of value. Depreciation in value. Gresham's law. Emergency currency discussion, etc.

212 Money and industry

Prices. Commerce. Interest, etc.

213

214 Gold

General works. Production. Market. Gold standard

Include here general works on Precious metals, Bullion market, etc.; or, may use 213 if a large collection

See also 571, Table B

215 Silver

General works. Production. Market. Silver standard

See also 571, Table B

216 Bimetallism

217 Coinage

Coins. Tokens. Medals. Seals, etc.

Include collectors' manuals. Numismatics

See also 225 International coinage and paper money

218 Mints

Include official reports. Assaying, etc.

219

220 Paper money. Credit

Include Bureau of engraving and printing publications

221 Credit currency

See also 228 Credit instruments; 243 Checks

222 Legal tender power

223

224

225 International coinage and paper money

See 217 for single works on foreign coins

226 Counterfeiting

Coins and paper money. Safety devices

227 Credit

History and theory

See also 113 Mercantile credit and collection methods; 260-270 Credit institutions

228 Credit instruments

229

230 Banks and Banking. General

Collections. Series, etc.

231 Theory and general history

See 280-330 for Banking by country

232 Banking and currency reform. Aldrich plan

233 Practice. General

Organization and management

See also 115 Accounting

234 Reserves

235 Specie payments

236 Deposits. Bank balances, etc.

237 Loans. General

238 Discount and rediscount. Acceptances (Bank and Trade)

239 Interest

Rate, including regulation

See 114 Business mathematics, for tables; 248 Foreign exchange

240 Banks and Banking

241 Co-operation among banks

242 Collections

243 Checks

244 Forgeries. Fraud. Defaulting, etc. Safety devices

245 Clearing houses

246

247

248 Foreign exchange

249 International banks and banking

250 Banks. Regulation.
General works

251 Law and legislation. U. S.
Arrange here all books on banking and currency laws and legislation
Subdivide by General, National, State
Under States, arrange alphabetically by states
Prefer 075 Law

252 Law and legislation. Foreign
Arrange alphabetically by countries. See Table 1
Prefer 075 Law

253 Regulation
See also 477 Taxation

254

255 Inspection. Examination, etc.

256 Guaranty of deposits. Insurance of deposits

257

258

259 Relation of banks to the currency. Banks and treasury

260 Special classes of banks

261 Banks of issue. Central banks

262 Agricultural banks and agricultural credit. Rural banks
See also 284 Federal land banks

263 Branch banks. Foreign branches

264

265 Private banks

266 Joint stock land banks

267 Savings banks

268 Savings banks
Postal. School savings

269 Special classes of business banks not provided for elsewhere; e. g. Immigrant banks
Arrange alphabetically by subject

270 Special classes of credit institutions

271 Trust companies

272

273

274 Trusts and trustees

275 Safe deposit companies

276 Building and loan associations

277 Union credit banks. Morris plan banks. Peoples banks, etc.

278 Money lending

Loans on chattel mortgages, salaries, wages, etc.

279 Pawnbroking

280 Banking. U. S.

Include documents, collections, etc.; e. g. Reports of Comptroller of the currency

Arrange alphabetically by name of department or office issuing report

See note under 300, expansion for a particular bank

281 History and policy

282 U. S. Banks (First and Second)

283 Independent treasury

284 Federal land banks

285
286 } Federal reserve banks

See 300-310 expansion for a particular bank

287 National banks

History and policy

288 National banks. Individual

History and reports

Arrange alphabetically by cities. See Table 3

289

290 State banks and banking

History of banking by states and regions

Under the following divisions Tables 2 and 3 may be used for alphabetical notation

291 Banking under state laws

292 State banking departments. Reports

Arrange alphabetically by states

293 State banks. Individual

History and reports

Arrange alphabetically by cities

294 History of banking. Regions

Arrange alphabetically: East, Middle west, South, West.

295 History of banking. Individual states

Arrange alphabetically by states

296 History of banking. Cities

Arrange alphabetically by cities

297

298

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300

Use for the kind of institution in which the library is located and eliminate in the 200s. The following expansion is for a Federal reserve bank; in another type of bank, arrange 300-310 under 285-286. Use 300 for the type in general, and 310 for the particular bank under consideration.

300 Federal reserve act and amendments

301 Federal reserve system. Administration

302 History. Controversial literature

303

304 Federal reserve board. Annual reports

305 Federal reserve Bulletin

306 Federal reserve board. Circulars

307 Federal reserve board. Rulings

308 Other Board publications
Arrange alphabetically

309 Federal reserve banks. Annual reports.
Arrange by districts, except the particular district under consideration

310 Federal reserve bank (District No. . . .)

311 Statements and reports to Federal reserve board
Keep in data file until ready for binding
Notation used in data file to be added to class number on bound volumes
Reports may be more closely classified and numbers 312-315 assigned

312

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316 Federal reserve agent. Reports
Same treatment as under 311

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318

319

320 Banking. Foreign countries

Divisions 320-340 are designed for reports of foreign banks and miscellaneous treatises which cannot be classified under the foregoing divisions. Whenever possible, prefer geographical arrangement under subjects; e. g. Guaranty of deposits, Savings banks, Agricultural banks, etc.

If preferred, Table 1 may be used for general histories by country, and Table 4 for cities; in which case disregard the following geographical divisions, and use 320 with Table 1 and 330 with Table 4. The open numbers may then be used for special banks which may require further subdivision; e. g. Bank of England

321 Canada

322 Mexico

323 Central America

324 West Indies

325 South America

326 Europe

327 England. Ireland. Scotland. Wales

328 Austria

329 Belgium

330 Czechoslovakia

331 Finland

332 France

333 Germany

334 Greece

335 Hungary

336 Italy

337 Netherlands. Holland

338 Poland

339 Russia

340 Scandinavia. Denmark. Iceland. Norway. Sweden

341 Spain. Portugal

342 Switzerland

343 Balkan states. Bulgaria. Jugoslavia. Rumania. Turkey

344 Asia

345 Africa

346 Australia. New Zealand

347 Hawaiian islands. Philippine islands.

348

349

350 Investment

General works

351 Practice. Guides

352 Legal investments for Banks, Trust companies, Insurance companies, etc.

353 Protection of investor. Regulation of speculation, etc. Blue sky laws

See also 070 Law

354

355

356 Prices

Charts. Diagrams

357 Stock exchanges

Arrange special exchanges alphabetically by cities

358 Stock brokerage

359 Bucket shops

360 Securities

361 Obsolete. Lost or stolen

362 Bonds

363 Mortgages

364 Stocks

365 Public securities. U. S.
State. Municipal

366 Public securities. Foreign

367 Industrial securities
General

368 Industrial securities. Individual
Arrange alphabetically by industry

369 Industrial securities. Foreign

370 Speculation
History

371 Practice

372 Futures

373 Speculation and business, gambling, etc.

374 Speculation in stocks
Arrange alphabetically

375 Speculation in produce
Arrange alphabetically

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378 Lotteries

379 Thrift and savings

380 **Use for expansion of any division from 350-390**

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FINANCE. MONEY. BANKING.

Disregard 400-439 in a financial library. See 200-300 Finance

400 Finance. Exchange. Money

Collections. Series. Collected works of individual authors. Collected essays, papers, etc., of several authors.

See also 000 Periodicals; 021 Encyclopedias and dictionaries; 033 Financial annuals; 049 Directories; 090 Associations and congresses; 111 Financing a business; 112 Corporation finance

401 General works

402 Gold. Silver. Bimetallism

See also 571, Table B

403 Coins and coinage. Mints

Coins. Tokens. Medals. Seals, etc.

Include collector's manuals; Numismatics; Government reports; Assaying, etc.

See also 405 International currency

404 Paper money. Credit currency

Include Bureau of engraving and printing publications

405 International currency. Currency of foreign countries

406 Counterfeiting

407 Credit

History and theory

See also 113 Mercantile credit and collection methods; 420 Credit institutions

408 Credit instruments

409

410 Banks and banking

Collections. Series. Sets. Documents

Or may include in 400

411 Theory and history of banking. General

412 Practice

Organization. Management

See also 115 Accounting

413 Reserves. Specie payments. Deposits. Bank balances, etc.

414 Loans. Discount and rediscount. Acceptances

415 Interest

Rate, including regulation

See also 114 Business mathematics, for tables; 418 Foreign exchange

416 Collections. Checks. Forgeries. Defaulting, etc.

417 Clearing houses

418 Foreign exchange. International banking

419 Regulation

Inspection. Examination. Guaranty of deposits.

Relation of banks to the currency. Banks and Treasury

See also 078 Law; 477 Taxation

420 Classes of banks and credit institutions

Banks of issue. Central banks, etc.

421 National banks and banking system. Federal Reserve System

422 State banks

423 Private banks. Joint stock land banks. Banks for special classes of business, etc.

424 Agricultural banks and credit. Rural banks. Federal land banks

425 Savings banks

Postal, School, etc.

426 Co-operative banks. Building and loan associations. Union Credit banks. Peoples banks. Morris plan banks, etc.

427 Money lending. Pawnbroking

Loans on chattel mortgages, salaries, wages, etc.

428 Safe deposit companies. Trust companies. Trusts and trustees

429 Banks of foreign countries

Arrange alphabetically See Table 1

This division is designed for reports of foreign banks and miscellaneous treatises which cannot be classified under above divisions. Whenever possible prefer geographical arrangement under subjects; e. g. 419 Guaranty of deposits; 425 Savings banks, etc.

430 Investment. Securities. Speculation. Thrift and savings

Theory and history. Practice

431 Protection of investor.

Blue sky laws, See 078

432 Stock exchanges

433 Stock brokerage. Bucket shops

434 Securities

435 Bonds. Mortgages. Stocks

Theory and marketing

436 Public securities. Industrial securities

437 Foreign securities

438 Speculation

History. Practice. Futures. Gambling. Speculation in stocks and produce. Lotteries

439 Thrift and savings

440 Insurance

History. Theory. Principles

See 000 divisions for Annuals, Dictionaries, Directories, Society proceedings, etc.

441 Business

Organization. Administration

Prefer 124

442 Adjustments

443 Regulation

Include all types and subdivide alphabetically by classes if necessary; e. g. Accident, Fire, Life, etc.

444 Casualty

Arrange alphabetically by classes; e. g. Agriculture, Automobile, Burglary, etc.

445 Fire

446 Life

History and theory. Economic, investment aspects, etc.

447 Actuarial science

General. Mortality tables. Annuities

Tables may be more useful in 114

448 Classes of insurance

Arrange alphabetically by classes; e. g. Accident, Children, Health, Industrial (Workmen's compensation, or See 536), etc.

449 Marine insurance

450 Public finance. Documents

Use 450 for U. S. documents and arrange reports alphabetically by Department or Bureau. Treasury department reports, Reports of Internal Revenue, Treasury department bureaus, etc. The documents of special importance may be given the 450 number and the remainder assigned to 451

451

452 Documents. State in which company is located

Reports of Treasurer, Auditor, Tax commissioner, etc.

Arrange alphabetically by departments

453 Documents. Other states

Arrange 1. alphabetically by states. See Table 2
2. alphabetically by departments

454 Documents. City, county, in which company is located

Reports of Treasurer, Auditor, Board of supervisors, etc.

Arrange alphabetically by departments

455 Documents. Other cities, counties, villages

Arrange alphabetically. See Table 3

456

457

458

Use 456-458 for expansion of particular states or countries as needed

459 Documents. Foreign

Arrange alphabetically by countries. See Table 1

460 Public finance. Income and expenditure. The Budget

History. Theory

Serial documents See 450

The usual Business Library will find 450 sufficient for its purposes. This section to be used by Financial Libraries

See also 677 Tariff

461 United States

462 State in which company is located

463 Individual states

Arrange alphabetically by states. See Table 2

464 City in which company is located

465 Cities and towns (except 464). Counties. Villages

Arrange alphabetically. See Table 3

466

467

468

Use 466-468 for expansion of particular states or counties as needed

469 Foreign countries

Arrange alphabetically by country. See Table 1

470 Taxation

History and theory

Subdivide geographically if necessary, under each of the following. See Tables 1-3

471 Income from source other than taxation

Public lands. Industries. Utilities

472 Incidence

Distribution. Equalization. Proportional. Exemption. Double, etc.

473 Law, legislation, administration

474 Direct taxes (except income tax)

General property tax. Land tax. Real estate. Personal property. Poll tax.

475 Income tax

476 Excess profits tax

477 Corporations

478 Indirect taxes. Fees. License. Stamp tax. Sales tax.

479 Special forms or classes

Classes of persons. Industries. Inheritance. Institutions. Manufactures. Securities, etc.

Arrange alphabetically by classes, if a large collection

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490 **Public credit. Debts. Loans**
General history and theory
See 450 for serial documents

491 United States. Federal
History. Statements, etc.

492 United States. States
History. Statements, etc.

493 United States. Cities. Counties
History. Statements, etc.

494 Foreign countries
History. Statements, etc.
Arrange alphabetically by countries

495 Foreign loans. War finance

496 Borrowing. Forms of loans. Limitations

497 Funding. Amortization. Reduction. Conversion. Liquidation

498 Insolvency. Repudiation

499 Claims

500-600

ECONOMICS

500 Economics

General works

501 Value

502

503 Wealth

504 Capital

Capital and labor. Employer and employe

505 Profit. Income

506 Property. Ownership

507 Price. Cost of living

See also 149 Price maintenance

508 Crises. Panics

509

510 Industry

Collections and sets

511 General works

512 Co-operation and competition

513

514 Corporations. Monopolies. Trusts

General works

See also 076 Corporation law; 110 Organization and administration; 112 Corporation finance; 519 Special industries; 520 Regulation

515 Trust problem

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519 Special industry or business

Arrange alphabetically by industry. See Tables A-B, 555, 571

See 124 Plant organization and administration of special industries; 131 Office organization and management of special industries; 555, 571 Economic history of particular industries

520 Industry. Regulation

Theory. Discussion, etc.

Boards and commissions under the following divisions may be arranged first alphabetically by states; second, alphabetically by boards, etc., under each state. See Table 2

See also 070 Law; 530 Labor

521 Federal regulation and control

Include federal boards and commissions, except Interstate commerce commission

522 State regulation and control

State boards and commissions, except utility commissions

Include factory inspection

523

524 Public service corporations

Government ownership and control, federal, state and municipal. Regulation. Legislation.

Theory and discussion. Prefer 077 for laws.

See also 600 Public utilities

525 Federal regulation and control

Reports of commissions, committees, etc., except Interstate commerce commission

526 Interstate commerce commission

Reports. Decisions, etc.

527 State utility commissions or boards

528 Rates. Valuation, etc.

529 Foreign countries

Arrange alphabetically according to Table 1

530 Labor

Documents. Federal and State

See also 078 Labor law; 137-138 Employment management; also note under 139 Labor problems

531 General

532 Hours and wages

Include systems of payment. Profit sharing

533 Trade unions. Strikes. Lockouts. Injunctions

534 Arbitration, industrial. Representation in management

535 Employment and unemployment

Include Exchanges and Employment agencies

536 Employers' liability. Workmen's compensation. Accident prevention. Insurance

See also 448 Classes of insurance

537 Classes of labor

Child labor. Woman labor. Immigrant. Convict, etc.

May divide alphabetically

See also 807 Emigration and immigration

538 Working conditions. Hygiene. Welfare

Dangerous occupations. Model plants. Housing, Lunch and rest rooms, etc.

If a lunch room is in operation, a section of 900 may be expanded for Domestic science.

See also 522 Factory inspection; 582 Sanitary and municipal engineering

539 Foreign labor

May arrange by countries. See Table 1

Prefer country arrangement under specific topics, when possible; e. g. Hours and wages, etc.

540 Production

Collections and sets

541 General works

542 Land

General

543 Public lands

544 Real estate

Include Rent

545 Land tenure

Titles. Registration. System, etc.

546 Land claims. Homesteads. Farm colonies, etc.

See also 553 Reclamation

547

548 Conservation of resources

549

550 Individual industries.. Agriculture

Series and sets. Documents; e. g., Yearbook of agriculture, etc.

551 General. Economic relations

552 Soils

553 Drainage. Irrigation. Reclamation

See also 546 Homesteads. Farm colonies, etc.

554

555 Special agricultural industries and products

Arrange alphabetically by industry and product

See Table A. If Table C is adopted it will replace this division

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The divisions 556-559 may be used for expansion of industries and products of most importance to the institution concerned. Make an alphabetical arrangement if possible.

550-570

Tables

for

INDIVIDUAL INDUSTRIES

Tables A and B are only suggestive. Other industries may be added in alphabetical order. Groups, like Dairy industry, may be separated, and Butter, Cheese, etc., arranged in the main alphabet, or the two lists may be combined.

Usually it will be advisable to classify all information about a commodity in one place, whether it relates to raw material or the finished product; e. g., Cotton production, and cotton manufacture together, as one will be the dominant interest and the other of contributing value.

In some libraries it may be preferable to classify industries in broad groups rather than by specific subjects. In such a case Table C may be used as the primary classification, and Tables A and B for subdivisions.

Practice will necessarily vary with the type of library.

Under Tables A and B industries may be subdivided either alphabetically or numerically; e. g., D13 Dairy industry, may be subdivided as follows: D132 Butter; D133 Cheese; D136 Milk, etc. By this method nine divisions may be made of any subject. If an alphabetical arrangement is preferred, the initial of the subsidiary industry may be used; e. g., D13b Butter; D13c Cheese; D13m Milk, etc. However, it is better to use an open section to expand industries that require several subdivisions. Great care should be exercised in adding numbers or initial letters, otherwise a very cumbersome system may result. Before making additions, a study of possible divisions for the subject under consideration should be made to determine the selection of numbers or initials.

INDIVIDUAL INDUSTRIES

Table A

To be used with division 555

The numbers in parentheses may be used if the subjects are distributed throughout the Table alphabetically.

A59 Animal husbandry
Cows. Horses. Sheep, etc.
See also Packing industry

B16 Bakeries

B42 Beekeeping

Canned goods. See Groceries

C54 Chocolate. Cocoa

C67 Coffee. Tea

C74 Confectionery. Ice cream and ices

C84 Cotton. Cottonseed
See also Table B. Choose location according to interest, whether as raw material or manufactured product

D13 Dairy industry
(B98) Butter. (C51) Cheese. (M64) Milk

F29 Feeding stuffs
Alfalfa. Hay, etc.

F41 Fertilizers

F44 Fibres
Arrange alphabetically: Flax. Hemp. Jute. Ramie. Sisal, etc.

F53 Fisheries
Arrange alphabetically: Clams. Cod. Lobster. Salmon, etc.

F63 Flour milling

F68 Foodstuffs

See also individual foods, e. g. Chocolate, Fruits and nuts, etc.

F71 Forestry and forest products

F94 Fruits and nuts

Arrange alphabetically: Apple. Peach. Pecan, etc.

F97 Fur bearing animals

G74 Grain

Arrange alphabetically: (C81) Corn. (O11) Oats. (R48) Rice. (R99) Rye. (W55) Wheat.

G87 Groceries, including canned goods

I2 Ice

Nuts. See Fruits and nuts

O3 Oils. Fats. Waxes

P12 Packing industry

P87 Poultry. Game

R89 Rubber

Include in this list if the interest is in the raw material. If from the manufacturing standpoint it should be included in Table B in proper alphabetical order

S17 Salt

S75 Spices

S94 Sugar. Molasses

T62 Tobacco

Cigarettes. Cigars, etc.

V42 Vegetables

INDIVIDUAL INDUSTRIES

Table B

To be used with division 571

The following is a suggestive list of industries, commodities and manufactures. See explanation preceding Table A.

The numbers in parentheses may be used if the subjects are distributed throughout the Table alphabetically.

A27 Agricultural implements

A93 Automotive industries, or See 647-649

B72 Boots and shoes

B93 Building stones

B94 Building trades and materials
See also Building stones; Cement; Clay industries, etc.

C39 Cement. Concrete

C51 Chemicals. Dyes and dyeing, etc.

C61 Clay industries
(B84) Bricks and tile. (T32) Terra cotta. (P86) Pottery and porcelain.

C65 Coal

E3 Electrical industries, or See 585

E5 Engineering industries, or See 580

F98 Furniture. Cabinet making. Wood carving

G54 Glass

G61 Gold and silver
See also *214, 402

H63 Hides and leather. Tanning

I7 Iron and steel

J59 Jewelry

(L43) Leather. See Hides and leather

Lighting. See 600

L95 Lumber

M14 Machinery and tools, or See 584

M58 Metal industries

See also Gold and silver; Iron and steel; Jewelry; also 586 Mining engineering

M66 Mineral industries

See also Coal; Metal industries; Petroleum; also 586 Mining engineering

Municipal industries. See 600-629, 640

M98 Musical instruments

P14 Paints and varnishes

P21 Paper

P49 Petroleum

P66 Pipe lines

P92 Precious stones

P95 Printing and publishing

Public utilities. See 600-669

R89 Rubber

See note Table A

S55 Shipbuilding

Silver. See Gold and silver

Steel. See Iron and steel

T35 Textile industries

(C64) Clothing and dry goods

Buttons, Hosiery, Knit goods, Shirts, Underwear

(C84) Cotton: See also Table A. Choose location according to interest, whether as raw material or manufactured product

(D77) Dressmaking, Furs, Gloves, Hats, etc.

(E5) Embroidery

(L14) Lace

(L74) Linen

(S58) Silk

(T17) Tapestry

(W91) Wool

Transportation. See 620-669

INDIVIDUAL INDUSTRIES

Table C

The following scheme is adapted from the Classification of the U. S. Treasury department for income and excess profits returns of corporations. The latest Census of Manufactures will be helpful in determining the scope and subdivisions of each group. The Key to Classifications of this census furnishes a good list of commodities. Numbers may be assigned to the groups within the 550-560 divisions, as indicated, and the specific industries arranged alphabetically under each group, using Tables A and B for notation.

554 Agriculture, animal husbandry, and fisheries

555 Business pursuits and personal services
e. g. Contractors, Garages, etc.

556 Chemical and allied industries

557 Foods and food preparations

558 Iron and steel industries

559 Leather and leather goods industries

560 Liquors and beverages

561 Lumber, Logging, and Woodworking industries

562 Metal and metallurgical industries

563 Mining and mineral extractions

564 Paper, Printing, Bookbinding, and Publishing

565 Professions

566 Special manufacturing industries
e. g. Asbestos wares, Buttons, Ice manufacturing, Shipbuilding

567 Stone, Clay, and Glass industries

568 Textile industries

569 Trading
e. g. Groceries, Paints, oil and varnishes, etc.

For banking and brokerage institutions See 400; Insurance companies See 440; Transportation and public utilities See 600

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570 Individual industries. Extractive and manufacturing

General works

571 Special industries

Arrange alphabetically. See Table B

Use 572-579 for expansion. Assign numbers to industries and commodities of special importance, keeping in alphabetic order, if possible. If Table C is adopted it will replace this division

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580 Individual industries. Engineering

A business with a large engineering department will require special expansion of the division of Engineering in which it is interested, preferably as a section of the 200-300 group among books devoted to the particular business under consideration

This division is for books on engineering that are not provided for elsewhere. Usually it will be more useful to classify books on Engineering with other books on a specific subject; e. g. Lighting, Waterworks, Railroads, etc., as indicated in the cross references below, or all engineering industries may be arranged in 571 E5

581 Civil engineering

See also 600 Public, State and Municipal industries and works; 621 Roads and highways; 630 Railroads; 660 Waterways; 860 Building construction and upkeep

582 Sanitary and municipal engineering

See also 522 Factory inspection; 538 Working conditions; 608 Waterworks

583

584 Mechanical engineering and machinery

See also 865 Furnaces and boilers

585 Electrical engineering

See also 604 Electric light and power; 613 Telegraph; 614 Telephone; 616 Radio; 640 Street railways; 865 Building equipment and upkeep

586 Mining engineering

See also 571 M58 Metal industries; 571 M66 Mineral industries

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ECONOMICS

600 **Public, State and Municipal industries and works**
Collections. Sets. Documents
Include engineering under each of the following divisions
Divide by country, if necessary, using Table 1
See also 077 Law; 524 Regulation

601 General works

602 Gas light, heat and fuel
See also 865 Equipment and upkeep of a building

603

604 Electric light and power
See also 585 Electrical engineering; 865 Equipment and upkeep of a building

605

606 Water power
See also 660 Waterways

607

608 Waterworks. Water supply
See also 581 Civil engineering

609

610 **Public, State and Municipal industries. Communication**
Include engineering under the following divisions
Divide by country, if necessary, using Table 1
See also 039 Rates; 524 Regulation

611 Postal service

612 Telegraph. Cable

613

614 Telephone
See 046 Directories

615

616 Radio

617

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619

620 Transportation. Roads. Streets, etc.
Collections. Sets. Documents
Include engineering construction under each division

621 General works
Include transportation in general

622

623 Roads and highways

624

625 Streets

626

627 Bridges

628

629 Parks. Public squares. Reservations, etc.

630 Transportation. Railroads
Collections. Sets. Documents
See also 039 Rate schedules; 044 Directories and guides; 077 Law; 479 Taxation; 524 Government ownership; 524 Regulation; 525-526 Federal and State commissions

631 General works

632 History. Development

633 Administration and management
See 120-130 for plant and personnel management

634 Finance
May prefer 112
See also 479 Taxation; 528 Rates. Valuation, etc.

635 Traffic. Freight and passenger
See also 039 Rate schedules; 528 Rates. Valuation, etc.

636 Express

637 Engineering and operation

638 Individual railroads

639 Foreign countries
Arrange alphabetically by countries. See Table 1

640 Transportation. Street railways. Elevated roads. Subways. Automotive

Collections. Sets. Documents

Include engineering construction under each division

641 General works

642 Street railways

643 Elevated railways

644 Subways. Tunnels

645 Interurban

646 Cable, suspended, single rail, and other railways

647 Automotive transportation

Trucks. Buses. Taxis, etc.

See also 571 Table B

648 Aerial and hydro-aerial navigation

649 Air routes and landing fields

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660 Transportation. Waterways

Collections. Sets. Documents

Include engineering construction

661 General works

662 Navigation

663 Rivers. Lakes

664 Canals, Inland

665 Canals, Interoceanic

666 Ports

667 Harbors. Docks. Wharves

668 Ferries

669 Merchant marine. Government aid

670 Commerce

Collections. Sets. Documents

See also 034 Annuals; 048-049 Trade directories; 074 Commercial law

671 Commercial organizations

Boards of trade, Merchants' associations, etc.

Prefer 038 for a small collection

672 General works

Principles and history of commerce

673 Commercial policy. Balance of trade

Include Free ports, "Dumping", etc.

674 Tariff policy. Protection and free trade

675 Tariffs in relation to trusts, labor, farmers, etc.

676 Commercial treaties. Reciprocity

677 Tariff acts and schedules

Arrange U. S. first, followed by foreign countries alphabetically arranged. See Table 1

678 Tariffs on particular commodities

Arrange alphabetically by commodities. See Tables A-B, 555, 571

679 Export duties

680 Commerce. Foreign trade. Practice

Collections. Sets. Documents. Consular reports

See also 048 Foreign trade directories; 074 Commercial law; 111 Financing a business; 144 Selling; 159 Advertising; 418 Foreign exchange. International banking

681 Statistics

Prefer 050, if only a small collection

682 General works

683 Exporting

684 Importing

685 Shipping

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688 Customs administration, regulations, etc. U. S.

689 Customs administration, regulations, etc. Foreign

Arrange alphabetically by countries. See Table 1

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ECONOMIC, COMMERCIAL AND POLITICAL HISTORY AND CONDITIONS

When only one number is assigned to a country, it is to be used for all books, whether economic, commercial or historical. Decimals may be used if subdivisions are required.

700 History. Universal

701 Economic and commercial conditions, description and travel. General

702 America
General works, including North America

703 United States
History. General and constitutional.

704 History. Arrange by periods

705 Economic and commercial conditions, description and travel

706

707 United States. Regions
History. Economic and commercial conditions, description and travel
Alphabet by regions; e. g. New England, South, West, etc.

708 United States. States and territories
History. Economic and commercial conditions, description and travel
Alphabet by states. See Table 2

709 United States. Cities
History. Economic and commercial conditions, description and travel
Alphabet by cities. See Table 3

710 America, exclusive of United States

711 Canada

Arrange alphabetically by provinces

712 Mexico

713 Central America

Arrange alphabetically by countries

714 West Indies

Arrange alphabetically

715 South America

History. Including works on Latin America in general

716 Economic and commercial conditions, description and travel. General

717 Argentina

718 Bolivia

719 Brazil

720 Chile

721 Colombia

722 Ecuador

723 Guiana, British

724 Guiana, Dutch

725 Guiana, French

726 Paraguay

727 Peru

728 Uruguay

729 Venezuela

730 Europe

History

731 Economic and commercial conditions, description and travel

732 Great Britain. England

History

733 Economic and commercial conditions, description and travel. General. Description of a division goes with that division; i. e. Ireland, Scotland, etc., geography and travel in each case following history.

734 London

735 Scotland

736 Wales

737 Ireland

738

739 Dominions. Colonies

See also individual colonies; e. g. 711 Canada

740 Austria

741 Belgium

Bohemia. See Czechoslovakia

742 Czechoslovakia

743 Finland

744 France

History

745 Economic and commercial conditions, description and travel

746 Paris

747 Germany

History

748 Economic and commercial conditions, description and travel

749 Berlin

750

751 Greece

Include classical history

752 Italy

History

753 Economic and commercial conditions, description and travel

754 Rome (city)

755 Hungary

756 Netherlands. Holland
History

757 Economic and commercial conditions, description and travel

758

759

760 Poland

761 Russia
History

762 Economic and commercial conditions, description and travel

763 Scandinavia
History

764 Economic and commercial conditions, description and travel

765 Denmark

766 Iceland

767 Norway

768 Sweden

769 Spain and Portugal
Spain
History. Economic and commercial conditions, description and travel

770 Portugal
History. Economic and commercial conditions, description and travel

771 Switzerland

772 Balkan states

773 Bulgaria

774 Jugoslavia. Serb-Croat-Slovene state
Montenegro. See Jugoslavia

775 Rumania

776
Serbia. See Jugoslavia

777

778 Minor states

779 Turkey in Europe and Asia

780 Asia

History. Economic and commercial conditions, description and travel

781 Afghanistan

782 China

783 Chosen (Korea)

784 India

785 Indo-China

786 Japan

787 Persia

788 Siberia

789 Other Asiatic countries, arranged alphabetically

790 Africa. Pacific Islands

History. Economic and commercial conditions, description and travel

791 Algeria

792 Egypt

793 Morocco

794 Union of South Africa

795 Other African countries, arranged alphabetically

796 Australia. New Zealand

797 Hawaiian islands

798 Philippine islands

799 Other Pacific islands

800

MISCELLANEOUS GROUPS NOT ELSEWHERE PROVIDED FOR

In considering the divisions of the 800s, preference should always be given to preceding classes, if there is any doubt. For example, books on the plumbing industry may be classified in 571, Individual industries, or in 124, Organization and management; 866 should be used for the practice of plumbing, and only books of practical value in the upkeep of a building classified here for the use of the proper employes. This principle applies to the entire 800 class, which is designed to care for the general classes that find their way into the library.

Any division that becomes of importance because of the development of some department, may be transferred to 900, and expanded as fully as occasion requires. For example, the development of an Educational or Medical department may warrant such expansion.

800 **Political science**

Collections. Sets. Collected works of statesmen, etc.

801 General works

802 Theory of the state

803 Practical politics. Political parties, etc.

804

805

806 Colonies and colonization

807 Emigration and immigration

See also 537 Immigrant labor

808 Race problems

809 International law and relations

May subdivide by countries

See also 701 Economics of war; 680 Foreign trade

810 Political science. Administration. U. S.

Executive, judicial and departmental reports not otherwise provided for; e. g. Messages of the presidents; Congressional record (bound volumes), etc.

Arrange by departments, bureaus, etc.

811 Administration. State

Will probably be limited to the state or states in which the company operates

Arrange as under 810, alphabetically by departments
If several states, arrange alphabetically by states first

812 Administration. Cities and towns. Counties

Same arrangement as under 810 and 811, except alphabet by cities

813 Administration. Foreign

Arrange alphabetically by countries. See Table 1

814

815

816

817

818

819 Military and naval science

820 Sociology

Social history. Social reform

821 Social groups

822 Social pathology. Criminology. Philanthropy. Charities and corrections

823

824

825

826 Socialism. Communism. Anarchism.

827

828 Amusements. Sports

829

830 Education

Collections. Sets

See also 105-107. Prefer 830 if an educational department is in contemplation or operation. Expand according to type of instruction given

831 General works

832 Theory and practice. Educational psychology. Teaching

See also 103 Psychology of business

833

834

835

836

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839

840 Literature. Philosophy. Religion

Collections and sets by different authors in the same volume or volumes

See also 065 Quotations; 066 Business English; 069 Classics (see note)

841 Philosophy

842 Religion

843 Literature

Prose. Essays. Miscellany

844 Poetry

845 Drama

846 Fiction

847

848

849

850 Fine arts. Applied arts

Catalogs, Reports, etc., of Art institutes, galleries, and museums

851 Music

852

853 Sculpture and painting

854 Drawing and design

855 Engraving

856

857 Industrial arts. Arts and crafts. Costume. Textiles, etc.

See also 064 Lettering; 864 Building decoration

858 Photography

859 Mechanical drawing

860 Building construction, equipment, and upkeep

See also 078 Building laws; 571 B94 Building trades and materials; 581 Civil engineering

861 Architecture

Design. Engineering

862

863 Masonry. Carpentry, etc.

864 Decoration

Glazing, Painting. Wall decoration, etc.

865 Heating. Ventilating. Lighting

Power plants. Furnaces and boilers. Gas and electric lighting, etc.

See also 580 Engineering; 602 Gas light, heat and fuel; 604 Electric light and power

866 Plumbing and pipe fitting

867

868

869 Protection

Safety devices. Fire prevention and extinction

870 Science

The following divisions of science may be classified with the industry in the 500-600 groups with which they are most closely allied. The type of business will determine which location is to be preferred

871 Mathematics

See also 113 Business mathematics

872 Astronomy

873 Physics

874 Chemistry

875 Geology

876 Natural history

Microscopy. Biology

877 Botany

878 Zoology

879

880 Medical science

881 Anatomy. Physiology

882 Hygiene, Personal

883 Public health. Safety

See also 522 Factory inspection; 536 Accident prevention; 538 Working conditions; 582 Sanitary and municipal engineering; 869 Fire prevention

884

885 Pathology

886 Nursing. First aid

887 Practice of medicine

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889 Surgery

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898 Biography. Collective

899 Biography. Individual

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Table 1

COUNTRIES IN ONE ALPHABET

Abyssinia	A2
Afghanistan	A3
Algeria	A5
Arabia	A59
Argentina	A6
Australia	A7
Austria	A8
Azores	A9
Bahama Islands	B15
Baluchistan	B2
Barbadoes	B3
Belgium	B4
Bermuda	B5
Bolivia	B6
Borneo	B7
Brazil	B8
British Guiana	B85
British Honduras	B86
Bulgaria	B9
Canada	C2
Canary Islands	C21
Ceylon	C32
Chile	C4
China	C5
Chosen (Korea)	C55
Cochin-China	C59
Colombia	C6
Congo, see Kongo	
Costa Rica	C7
Cuba	C8
Curacao	C85
Czechoslovakia	C9
Denmark	D3
Dominican republic	D6
Dutch East Indies	D8
See also Borneo, Java, Sumatra	
Dutch Guiana	D9
Ecuador	E2
Egypt	E3
England or See Great Britain	E5
Eritrea	E6
Falkland islands	F2
Federated Malay States or See Straits Settlements	F3
Fernando Po	F4
Finland	F5
Formosa (Taiwan)	F7
France	F8
French Guiana	F9
Germany	G3
Great Britain or See England	G5
Greece	G6
Greenland	G7
Grenada	G8
Guadaloupe	G87
Guam	G88
Guatemala	G9
Guiana, See British, Dutch, French	(G93)
Haiti	H2
Hawaii, See Table 2	
Holland, or See Netherlands	H7
Honduras	H8
Hungary	H9
Iceland	I2
India	I3
Indo-China	I4
Ireland	I7
Italy	I8
Jamaica	J2
Japan	J3
Java	J4
Jugoslavia	J8

Kongo K8
Korea, See Chosen

Liberia L6
Libya L7
Luxemburg L9

Madagascar M17
Malta M2
Manchuria M3
Martinique M4
Mauritius M5
Mesopotamia M58
Mexico M6
Montenegro, See Jugoslavia
Moravia, See Czechoslovakia
Morocco M8

Netherlands, or See Holland N1
New Zealand N2
Newfoundland N4
Nicaragua N5
Norway N8

Palestine P15
Panama P2
Paraguay P3
Persia P4
Peru P5
Philippine Islands P6
Poland P7
Porto Rico P8
Portugal P9

Rhodesia R4
Rumania R8
Russia R9

Salvador S1
Samoa S19
Santo Domingo S2
Scandinavia S3
See also Denmark; Norway; Sweden
Serbia, See Jugoslavia
Siam S5
Siberia S56
South Africa, Union of, See Union of South Africa
Spain S7
Straits Settlements S73
Sumatra S75
Sweden S8
Switzerland S9
Syria S98

Trinidad T7
Tripoli, See Libya
Tunis T8
Turkey T9

Ukraine U3
Union of South Africa U5
Uruguay U8

Venezuela V4
Virgin Islands V8

West Indies W5
Dutch W53
French W54

Zanzibar Z3

Table 2

UNITED STATES AND TERRITORIES

Alabama	A2	Missouri	M8
Alaska	A4	Montana	M9
Arizona	A6	Nebraska	N3
Arkansas	A8	Nevada	N3
California	C2	New Hampshire	N4
Colorado	C6	New Jersey	N5
Connecticut	C8	New Mexico	N6
Delaware	D3	New York	N7
District of Columbia	D6	North Carolina	N8
Florida	F6	North Dakota	N9
Georgia	G4	Ohio	O3
Hawaii	H3	Oklahoma	O5
Idaho	I2	Oregon	O7
Illinois	I3	Pennsylvania	P4
Indian Territory	I4	Rhode Island	R4
Indiana	I5	South Carolinia	S5
Iowa	I7	South Dakota	S6
Kansas	K2	Tennessee	T2
Kentucky	K4	Texas	T4
Louisiana	L8	Utah	U8
Maine	M2	Vermont	V5
Maryland	M3	Virginia	V8
Massachusetts	M4	Washington	W2
Michigan	M5	West Virginia	W4
Minnesota	M6	Wisconsin	W6
Mississippi	M7	Wyoming	W8

UNITED STATES REGIONS

East	E1	South	S4
Middle West	M55	West	W3

Table 3

CITIES IN UNITED STATES AND TERRITORIES

Akron	A2	East St. Louis	E1
Albany	A3	Elizabeth	E4
Albuquerque	A34	El Paso	E5
Allegheny	A4	Erie	E6
Alton	A46	Eureka	E8
Altoona	A47	Evansville	E9
Annapolis	A5	Everett	E93
Atlanta	A8	Fall River	F2
Augusta	A9	Fargo	F3
Austin	A93	Fort Smith	F7
Baltimore	B19	Fort Wayne	F75
Battle Creek	B3	Fort Worth	F76
Bay City	B35	Frankfort	F8
Bellingham	B4	Galveston	G2
Bethlehem	B5	Grand Rapids	G7
Birmingham	B6	Guthrie	G9
Bismarck	B65	Harrisburg	H2
Boise	B68	Hartford	H3
Boston	B7	Helena	H4
Bridgeport	B78	Hoboken	H6
Brooklyn	B8	Honolulu	H7
Buffalo	B9	Houston	H8
Cambridge	C17	Indianapolis	I4
Camden	C18	Jackson	J2
Charleston, S. C.	C4	Jacksonville	J3
Charleston, W. Va.	C45	Jefferson City	J4
Chattanooga	C46	Jersey City	J5
Cheyenne	C48	Juneau	J9
Chicago	C5	Kansas City	K2
Cincinnati	C6	Knoxville	K7
Cleveland	C7	Lansing	L2
Columbia	C72	Lawrence	L4
Columbus	C8	Lexington	L6
Dallas	D1	Lincoln	L65
Danbury	D17	Little Rock	L67
Dayton	D2	Los Angeles	L7
Denver	D4	Louisville	L8
Des Moines	D46	Lowell	L9
Detroit	D5	Lynn	L98
Dover	D7		
Dubuque	D8		
Duluth	D88		

Macon	M17
Madison	M18
Manchester	M2
Memphis	M4
Miami	M49
Milwaukee	M5
Minneapolis	M6
Mobile	M7
Moline	M72
Montgomery	M75
Nashville	N2
New Bedford	N3
New Britain	N33
New Haven	N37
New Orleans	N4
New York	N5
Newark	N6
Newcastle	N63
Newport	N67
Newton	N7
Nome	N78
Norfolk	N8
Oakland	O2
Oklahoma City	O3
Olympia	O4
Omaha	O5
Paterson	P2
Pensacola	P3
Peoria	P32
Petersburg	P4
Philadelphia	P5
Pierre	P57
Pittsburgh	P6
Port Townsend	P65
Portland, Me.	P7
Portland, Oreg.	P8
Providence	P9
Raleigh	R2
Reading	R3
Richmond	R5
Rochester	R6
Rock Island	R7
Rockford	R8
Sacramento	S12
Saginaw	S13
St. Joseph	S14
St. Louis	S2
St. Paul	S3
Salem, Mass.	S33
Salt Lake City	S35
San Antonio	S37
San Diego	S38
San Francisco	S4
Santa Fe	S43
Savannah	S45
Schenectady	S48
Scranton	S5
Seattle	S6
Shreveport	S61
Sioux City	S62
Sitka	S63
Somerville	S69
South Bend	S72
South Omaha	S73
Spokane	S76
Springfield, Ill.	S8
Springfield, Mass.	S83
Springfield, Mo.	S85
Springfield, Ohio	S87
Syracuse	S98
Tacoma	T2
Tampa	T3
Terre Haute	T4
Toledo	T6
Topeka	T67
Trenton	T7
Troy	T8
Tulsa	T9
Utica	U8
Washington	W3
Waterbury	W4
Wheeling	W5
Wichita	W58
Wilkes Barre	W6
Wilmington, Del.	W7
Wilmington, N. C.	W8
Winston-Salem	W85
Worcester	W9
Yakima	Y1
Youngstown	Y8

Table 4

FOREIGN CITIES

Including important ports

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Aberdeen	A14
Acajutla	A16
Adelaide	A2
Aden	A23
Aix-la-Chapelle (Aachen)	A29
Alexandria	A3
Algiers	A4
Amsterdam	A5
Antofogasta	A6
Antwerp	A7
Athens	A8
Auckland	A89
Bagdad	B14
Bahia	B15
Baku	B17
Bangkok	B2
Barcelona	B24
Barranquilla	B26
Basel	B3
Batavia	B33
Beirut	B38
Belfast	B4
Benares	B45
Bergen	B49
Berlin	B5
Birmingham	B6
Bogota	B67
Bologna	B69
Bombay	B7
Bordeaux	B72
Bradford	B79
Bremen	B8
Brest	B84
Brisbane	B85
Bristol	B86
Brussels	B9
Bucharest	B92
Budapest	B93
Buenos Aires	B94
Bushire	B97
Cadiz	C12
Cairo	C13
Calcutta	C14
Callao	C15
Canton	C2
Cape Town	C24
Caracas	C25
Cardiff	C3
Chang-chau	C35
Charleroi	C4
Charlottenburg	C47
Chemnitz	C48
Christiania	C5
Cologne	C6
Colombo	C62
Colon	C64
Constantinople	C7
Copenhagen	C8
Cordoba	C82
Corinto	C86
Cork	C9
Curitiba	C97
Damascus	D1
Danzig (Free city)	D2
Delhi	D3
Dresden	D7
Dublin	D8
Dunedin	D89
Dusseldorf	D9
Edinburgh	E2

Ekaterinoslaf	E4
Essen	E7
Fiume	F54
Florence	F6
Frankfort	F8
Fuchau	F87
Fusan	F9
Galatz	G14
Geneva	G2
Genoa	G3
Ghent	G4
Gibraltar	G44
Glasgow	G5
Goteborg	G6
Gratz	G7
Guadalajara	G8
Guayaquil	G9
Haarlem	H11
Hague, See The Hague	
Hamburg	H2
Hankow	H23
Hanoi	H24
Harbin	H25
Havana	H4
Havre	H5
Helsingfors	H6
Hong Kong	H7
Hull	H9
Irkutsk	I6
Johannesburg	J6
Kief	K4
Kingston	K5
Klagenfurt	K6
Kobe	K7
Kyoto	K9
LaGuaira	L2
Lahore	L21
Leeds	L3
Leicester	L33
Leipzig	L5
Liege	L55
Lille	L56
Lima	L57
Limon	L58
Lisbon	L6
Liverpool	L7
London	L8
Lyons	L9
Madras	M16
Madrid	M17
Manchester	M2
Manila	M27
Marseilles	M3
Melbourne	M4
Mexico City	M5
Milan	M6
Montevideo	M69
Montreal	M7
Moscow	M8
Mukden	M88
Munich	M9
Nagasaki	N15
Nancy	N17
Nanking	N2
Naples	N3
Odessa	O2
Osaka	O8
Palermo	P15
Panama	P19
Paris	P2
Peking	P3
Pernambuco	P4
Petrograd	P5
Piraeus	P59
Pisa	P6
Port au Prince	P7
Port Said	P78
Puerto Barrios	P9
Puerto Cortes	P93
Quebec	Q3
Quito	Q6
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Riga	R3
Rio de Janeiro	R4
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Rome	R7
Rotterdam	R8
St. Johns	S14
San Juan	S22
Santiago	S23

Santos	S3
Sao Paulo	S4
Schwerin	S41
Seoul	S47
Shanghai	S5
Singapore	S6
Smyrna	S66
Stockholm	S7
Stuttgart	S8
Sydney	S9
Tampica	T2
Tangier	T3
Tehuantepec	T36
The Hague	T4
Tientsin	T85
Tokyo	T6
Toronto	T7
Triest	T8
Tripoli	T83
Tunis	T9
Turin	T93
Tutuila	T96
Valencia	V2
Valladolid	V3
Valparaiso	V4
Vancouver	V5
Varna	V6
Venice	V7
Vienna	V8
Vladivostok	V9
Warsaw	W2
Wellington	W4
Winnipeg	W7
Yokohama	Y5
Zurich	Z9

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